

# City of Seattle Department of Education and Early Learning

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## **FAMILIES AND EDUCATION LEVY ELEMENTARY SCHOOL REQUESTS FOR INVESTMENTS (RFI) INTENT TO APPLY APPLICATION**

# RFI – Intent to Apply Application Information Session Agenda

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- Information Session Process
- Intent to Apply Application (ITA) Overview Presentation
- Questions

# New Process for Applying for Innovation Grant

Page 1 and Exhibit A on pages 15-17 of ITA

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Item	Timeline
<b>Phase I: Intent to Apply Application</b>	Applications due June 8, 2015 Notifications in July 2015
<b>Phase II: Workshops and Technical Assistance to Develop RFI</b> <ul style="list-style-type: none"> <li>• Information Session</li> <li>• Workshop #1: Data Access and Analysis</li> <li>• Workshop #2: English Language Learner, PreK-3 Alignment, and Social, Emotional, Behavioral, and Family Support Plans</li> <li>• Workshop #3: Developing Work Plan</li> <li>• Workshop #4: Management and Oversight Plan</li> </ul>	Information Session: fall 2015 Workshop #1: fall 2015 Workshop #2: fall 2015 Workshop #3: winter 2016 Workshop #4: winter 2016
<b>Phase III: Final Review and Approval</b>	Winter 2016

# 2011 Families and Education Levy Goals

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- Children will be ready for school.
- All students will achieve academically and the achievement gap will be reduced.
- All students will graduate from school college/career ready.

# General Intent to Apply Notes

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- Submitting an Intent to Apply application is required to be considered for the RFI planning process.
- Four school slots available in 2016-17 SY.
- Funding amounts will vary, depending on school need and quality of plan (Tier I and Tier II).
- This is a competitive process with no guarantee of funding.
- Schools selected to participate in the RFI process must still meet eligibility requirements to maintain conditional award.

# Key Events

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- June 1 | *Last Day to Ask Questions of DEEL*
- June 8, 4:30 pm | *RFI Intent to Apply Submissions due to DEEL*
- Week of June 25 - 26 | *School Interviews*
- July | *RFI Intent to Apply Notification*

See RFI – Intent to Apply Application for a complete list of events.

# Submission Attachments

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1. Attachment 1: Cover Sheet
2. Attachment 2: School Narrative
3. Attachment 3: Data Sample
4. Attachment 4: Signed Principal Commitment Letter
5. Attachment 5: Signed Letter from SPS Executive Director
6. Attachment 6: School Staff Participating in Phase II of RFI Process
7. Attachment 7: Signed Letter from Community Partners

# Attachment 2: School Narrative

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- **The School Narrative serves three key purposes:**
  - To provide an opportunity for schools to set the context for how Levy investments would further support their strategies and current efforts to improve student achievement.
  - To help reviewers understand the schools' successes and challenges.
  - To help determine a school's ready and willingness to participate in the RFI process, implementation of gap closing strategies and on-going collaboration with DEEL and other Levy-funded schools.



# Key Terms: Focus Students

Exhibit C on pages 19 -23 of ITA

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## Focus Students

- Failure to meet age level expectations as measured by the WaKIDS Teaching Strategies Gold Assessment.
- Failure to meet grade-level standard on state assessments.
- Failure to make typical growth on Measures of Academic Progress (MAP).
- Failure to make gains on the state English language proficiency test.
- Scoring at a Level 1 or 2 on annual Washington English Language Proficiency Assessment or Placement Exam.
- Poor attendance, defined by missing five or more days per semester, excused or unexcused.
- School entry after the beginning of the year.

# Attachment 3: Data Sample

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- Required
- Provide some data samples that demonstrate how the school uses data to:
  - Identify student needs,
  - Assess student mastery, and/or
  - Measure progress towards goals
- See ITA Application for a list of example data to submit
- Do NOT include:
  - Identifiable student information (names, IDs, DOBs)
  - Program flyers
  - Studies/evaluations
  - Links to other data/studies/reports

# Attachment 4: Principal Commitment Letter

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Principal Agrees to the terms and conditions identified under the following categories:

- **Designate Levy Contact Person(s) and Oversight Team**
- **Participate in RFI Technical Work Sessions in Phase II, Retreats, and Professional Development**
- **Collaborate with Step Ahead and Health Providers (if applicable).**

# Attachment 5: SPS Executive Director Letter

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## Executive Director Letter highlights:

- Confirms that principal and school team have the capacity to participate and be successful in Phase II of the Levy RFI process;
- Commits ED or designee to support and participate in the Intent to Apply application review panel;
- Partner with DEEL team on a plan to support the school if there are any leadership changes.

# Attachment 6: School Staff Participating in RFI Process

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- Identify any school staff that will be participating in the RFI planning process in Phase II
- Make sure to include staff role and email
- We will use this list to send out reminders of workshops and trainings.

# Attachment 7: Community Partners

Page 11 and Exhibit D on page 24 of ITA

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Please identify in this section the community partners who will be included in Phase II of the planning process.

Note: If you have an onsite early learning program or Levy-funded health provider, please include them on this list.

**IMPORTANT:** Individuals and organizations that you anticipate will receive cumulative Levy funding **exceeding \$5,000** per school year from Seattle Public Schools' elementary, middle, and high school levy funds **must be approved** through the **Levy Request for Qualification (RFQ) process**.

- **RFQ** approved agencies are currently listed on DEEL's website.

# Instructions to Respondents

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## **Responses to each section must be in this format:**

- 8½" X 11" paper, size 12 font, 1-inch margins
- Typed or word-processed and single or double-spaced
- **Pages numbered**
- All attachments **must** be stapled together

**You will submit one file only in MS Word or Adobe PDF**

**Submit 6 paper copies to DEEL AND an **electronic copy** to [Education@seattle.gov](mailto:Education@seattle.gov) by 4:30 pm, June 8, 2015.**

**Naming conventions for the electronic files AND your email subject heading:**

○ *SchoolName\_ElementaryRFI\_ITA*

Example: OlympicHills\_ElementaryRFI\_ITA

# Evaluation Process

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- Part I: Technical Compliance Review
- Part II: Rating RFI Intent to Apply Applications by panel. DEEL and SPS Central Office Staff
  - Rating criteria and points included in RFI Intent to Apply application
  - Applicable sections and total possible points vary by school
- School Interviews (as applicable)
- Decisions issued for school teams moving to Phase II



# RFI Phase II

Exhibit A on pages 16-17 of ITA

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- School Teams will be required to participate in the following:
  - Information Session
  - Workshop #1: Data Access and Analysis
  - Workshop #2: English Language Learner, PreK-3 Alignment, and Social, Emotional, Behavioral, and Family Support Plans
  - Workshop #3: Developing Work Plan
  - Workshop #4: Management and Oversight Plan

# RFI Phase II – Maintaining Eligibility

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- Applying principal and/or assistant principal is still at school during the 2015-16 and 2016-17 school year;
- School still meets eligibility requirements listed on page 2 of RFI Intent to Apply Application;
- School principal or designee and key Levy team members attend required RFI technical workshops during the 2015-16 school year;
- School submits a completed RFI in Winter 2016.

# RFI Phase III

Exhibit A on page 17 of ITA

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- School teams move on to Phase III if they have:
  - Completed Phase I and II
  - Submitted RFI plan in Winter 2015
- RFI plan will be reviewed by outside experts to provide final feedback and recommend which schools should be granted awards.

# Information Regarding Questions

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- Applicant questions after the RFI Intent to Apply information session must be sent via e-mail. No phone calls.
- Please email: [Isabel.munoz-colon@seattle.gov](mailto:Isabel.munoz-colon@seattle.gov)
- Within 3 business days, we will post answers online to questions asked at this session and via email.
- Final day to ask questions June 1, 2015.
- Access Questions & Answers online:  
<http://www.seattle.gov/education/about-us/funding-opportunities>

# Recommended Next Steps

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If you are interested in applying:

1. Elementary Schools email Carmela Dellino ([carmeladellino@gmail.com](mailto:carmeladellino@gmail.com)) for support and/or to request feedback on your draft RFI Intent to Apply application.
2. Contact your school's Executive Director.
3. Review *Exhibit C: Key Terms for RFI Intent to Apply Application*.

# Key Reminders

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- Follow the required response format
- Submit 6 paper copies and an electronic file
- Questions must be emailed to [Isabel.munoz-colon@seattle.gov](mailto:Isabel.munoz-colon@seattle.gov) by June 1, 2015
- Intent to Apply Applications are due by 4:30 p.m., June 8, 2015
- Ensure the person designated on the cover sheet can be reached at the phone number and e-mail address listed